

TIMECARD INSTRUCTIONS

1. Employee Entry

Access the Timecard Online portal by link, via District webpage, SharePoint or direct link

Web page: Go to ecasd.us // Departments // Payroll & Benefits // Timecard Online (link on bottom left)

SharePoint: Resource Center // (left side) Payroll and Benefits (under Business Services) // Timecard Online

Direct link: <https://eau-eo.businessplus.powerschool.com/ifas7/timecard>

Employee Info Leave
ID: XXXXXXXXXX
Selected Period: This Payroll - 2001006 ▼
Batch: SYCL2001006T

Name: XXXXXXXXXX
2/22/2020 - 3/6/2020
Dept: 129

PROGRAM AIDE

TC Status: Open PayClass: 510 Calendar: CLAS187 PayRate: 15.34000 Save Submit Time

Hrs/Day: 0.00 Position: 12997883 Supervisor: EISENHUTH, JOSEPH C. [Calendar](#) << [Prev](#) [Next](#) >>

Hour Title	Sat 2/22	Sun 2/23	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	This week Job total	All Jobs
SUB FOR CLASSIFIED									
REGULAR HOURS			7.25					7.25	
FOOD SERVICE HOURS									
INSERVICE FOR COOKS									
ADDL REGULAR HOURS									
OVERTIME									
DOUBLE TIME									
This week									
All weeks									

2. Entering time

- a. Select the pay period with the dates you are entering time worked for

Selected Period: This Payroll - 2001006 ▼
2/22/2020 - 3/6/2020

- b. Use the [<< Prev](#) [Next >>](#) buttons to navigate between weeks.
- c. Enter hours worked in the appropriate category for the appropriate date. Hours should be entered in whole, quarter, or half hour increments. (i.e. 15 minutes = .25, 30 minutes = .50 and 45 minutes = .75.)
- d. Once time entry is complete click "Save".

3. Submitting time to your supervisor

- a. After all worked time entry is complete for the 2 week pay period, click "Submit Time"
- b. Once you submit your time, you will not be allowed to change or add time for that pay period.
- c. After clicking "Submit Time" refresh your screen to see the TC Status change from "Open" to "Submitted". The time could be "Rejected" by your supervisor in which case you can then change the time and submit it again. Once the time has been approved the status will display an "Approved" status.

PRINCIPAL

TC Status: Submitted **PayClass:** 200 **Ca**

Hrs/Day: 7.50 **Position:** 300PRINC Su

Hr Code	Sun 5/29	Mon 5/30	Tue 5/31

To enter additional time into Timecard Online (TO) with an account code

- Log into Timecard Online
- In the cell for the correct date, enter the hours worked
- Click the ellipsis which will take you to the detail screen



Detailed Time Entry on 3/20/2021 for ADDL REGULAR HOURS Close

Hours	FQA	Notes (40 characters)
6.00	xx-xxx-xxxxx-xxxxxx-xxx	

[Add](#) [Apply](#) [Save](#)

- Enter the account code in the FQA cell and click Save